

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Northern Virginia Regional Office
Mobile Source Operations Section

OPERATIONAL ORDER	NUMBER 3	EFFECTIVE DATE: May 23, 1991 Revised: August 17, 2000
SUBJECT STATION/FACILITY PERMITTING/CERTIFICATION AND RENEWAL PROCEDURES	ORIGINATING UNIT MOBILE SOURCE OPERATIONS SECTION	

I. APPLICATIONS

- A. When personnel receive, whether orally or in writing, a request by a facility to become an Official Emissions Inspection Station (EIS) or a Certified Emissions Repair Facility (CRF), they should be provided with the appropriate applications, information package, and cover letters. (Attachments 1 – 4)
- B. When applications are received at the Mobile Source Operations Section (MSOS), the following procedures shall be followed:
 - 1. The application(s) shall be logged in the new facility log by the Mobile Source Technical Officer (MSTO).
 - 2. The application(s) shall be forwarded to the Vehicle Emissions Compliance Officer (VECO) in whose district the facility is located.
 - 3. The VECO shall conduct the appropriate investigation(s) in a timely manner.
- C. Renewals of licenses/certifications shall be subject to the provisions of this operational order as are original licenses/certifications.

II. APPLICATION INVESTIGATIONS

- A. The VECO shall review the application(s) for thoroughness and legibility, and then make appropriate inquiries to clarify any apparent discrepancies.
- B. The VECO shall then investigate all items on the application form(s) in order to verify that the answers on the form(s) are accurate and that the relevant regulatory requirements have been met.
- C. All applications for new facilities shall be routed to the Program Manager or, in his absence, the MSTO in order to create the “core” facility and owner information into the Comprehensive Emissions Database System (CEDS). An automated profile shall then be created within the Air Check module of CEDS with all relevant facility information, including facility trade name, contact and personnel information, the certified emissions

analyzer system information and/or uncertified emissions repair analyzer system information as applicable, and any other pertinent information regarding the facility. Once this information has been created and the profile indicates a status of "active" as an EIS, the certified emissions analyzer system is ready for manufacturer initialization to the vehicle inspection database (VID). VECOs shall inform the MSTO and the PM upon completion of the automated profile so that the initialization status may be verified and the system lockout removed if appropriate.

- D. The VECO shall then conduct an on-site inspection in order to visually determine if the facility is suitable to be certified as an Official EIS and/or a CRF.
 - 1. While conducting the on-site inspection, the VECO shall use the "Emissions Inspection Station Pre-Certification Check Sheet" and/or the "Certified Emissions Repair Facility Pre-Certification Check Sheet," and make the appropriate entries. (Attachments 5 & 6)
 - 2. The VECO shall ensure that the analyzer training form is completed by the owner/manager if the facility is to be an EIS. (Attachment 7)
 - 3. The VECO shall ensure that that facility owner/manager is aware of any possible pending changes to the inspection program, and of any pertinent operational information, and indicate such in the "remarks" section of the check sheet.
 - 4. Recommended approval or disapproval for certification shall be indicated.
- E. Any discrepancies shall be brought to the attention of the owner/manager so that they can be corrected at that time, or prior to a reinspection.
 - 1. If a reinspection does occur, another check sheet shall be used.
 - 2. All check sheets shall be included in the station's manual file.

III. CERTIFICATION

- A. After the investigation has been completed, the VECO shall submit all the data and forms to the PM with a recommendation for approval or disapproval, and the reasons for such recommendations.
- B. The PM shall then review the data and forms, and either indicate approval or return the documents to the VECO for additional information or clarification.
- C. The PM shall make the final decision. If the decision is to approve the application, the certification process shall proceed as follows:
 - 1. An appointment letter shall be prepared and forwarded to the facility, with a copy made for the manual file. (Attachments 8 & 9)

2. A Station Permit and/or Facility Certificate shall be prepared and forwarded to the facility, with a copy made for the manual file. (Attachments 10 & 11)
3. An Official EIS poster, Emissions Inspection Manual, and an initial supply of "Rejection from Testing" forms, together with all appropriate bulletins, shall be delivered to the EIS.
4. A CRF poster, an initial supply of "Emissions Repair Data Forms," and an Emissions Inspection Manual shall be delivered to the CRF. NOTE: Only one copy of the manual is to be provided to any one facility.

IV. ADMINISTRATIVE PROCEDURES

- A. Once an EIS and/or a CRF has been certified and issued the proper documents and supplies, the VECO shall do the following:
 1. Place a locator pin on the location map.
 2. Create a manual folder with EIS/CRF trade name, address and facility number typed on the tab of the folder. The facility folder shall then be filed in the appropriate location in the file room, in alphabetical order by trade name. All relevant paperwork concerning that facility shall be filed in the folder.
 3. Update the automated facility profile and ensure that all information is at all times updated and accurate.
- B. Whether in an automated or manual form, the VECO shall add or delete relevant information in the file as the need arises in order to keep the file current at all times. This shall include but is not limited to the following:
 1. Changes in licensed/certified inspectors/technicians.
 2. Notices of Violation and Consent Agreements.
 3. Station changes to include ownership, name or location.
 4. Analyzer type(s).
 5. Status changes for any reason. Any time that a facility's "status" changes (Active, Inactive, Suspended or Revoked), there must also be a change in the facility "code" (Inspection Station, Certified Repair Facility, Both or Neither).

V. WITHDRAWAL OR SUSPENSION FROM THE INSPECTION/REPAIR PROGRAM

- A. If an EIS or CRF decides to withdraw from the Emissions Inspection Program, the following shall be done:

1. Retrieve from the facility the station permit/certificate, the poster(s), and emissions inspection manual.
 2. Record all retrieved inventory items separately on a Field Inspection Report (FIR), along with the name, address and phone number of a contact person for future reference.
 3. After filing all data, remove the file folder(s) to the respective inactive files.
 4. Remove the station locator pin from the location map.
 5. Update the automated EIS/CRF profile. If the facility is an EIS, set a lockout on the station's emissions analyzer (see V.B.3., below).
- B. If an EIS or CRF is suspended or is placed inactive for a period of more than 90 days, the following shall be done:
1. Retrieve from the EIS/CRF the facility permit/certificate, the poster(s) and the emissions inspection manual.
 2. Record all retrieved inventory items separately on a FIR.
 3. If an EIS is placed inactive, ensure that a "lockout" has been set on the station's emissions analyzer system via MSOS' database management application first; then indicate on the automated profile that the station has been suspended (status "S") or inactive (status "I"). Note that in order to reinstate the station, the profile must be updated to active (status "A") and then the lockout removed.
 4. The VECO shall inform the appropriate EIS/CRF personnel that an application for permit/certification must be re-submitted, that a pre-certification investigation will be conducted and that full compliance with applicable program regulations must be ensured prior to reinstatement. The appropriate application form(s) shall be provided to the facility.
- C. If an EIS or CRF is suspended or placed inactive for a period of 90 days or less, the following shall be done:
1. If an EIS is suspended or placed inactive, ensure that a "lockout" has been set on the station's analyzer via MSOS' database management application (see above), and update the facility's status.
 2. The VECO shall ensure that the facility is in full compliance with all applicable program regulations prior to reinstatement.

VI. RESPONSIBILITIES OF THE VECO

- A. The VECO is responsible for closely monitoring the Official Emissions Inspection Stations and the Certified Emissions Repair Facilities in the assigned area of

responsibility, and is to ensure that all necessary data changes are recorded appropriately in the MSOS files, both in the automated profiles and manually as necessary, immediately as they may occur.

- B. Anyone receiving information about a particular facility shall ensure that the VECO responsible for that facility is aware of such information. This shall be done orally or in writing as appropriate.
- C. Persons applying to become an Emissions Inspector and/or a Certified Emissions Repair Technician must submit the appropriate application (Attachments 12 & 13).
 - 1. Inspector applicants must successfully complete the AUT225 course conducted by the Northern Virginia Community College (NVCC), and a field certification conducted by a VECO.
 - 2. Technician applicants must either: a. pass the NVCC AUT226 “opt-out” test with a score of 80% or better, b. successfully complete the NVCC AUT226 course with a final exam score of 80% or better, or c. provide proof of “L1” certification by the National Institute of Automotive Service Excellence (ASE). If the technician is currently ASE L1 certified, the VECO shall provide a DEQ Transcript Request form to the applicant (Attachment 14), and instruct the applicant to mail the form to ASE. Applicants should contact ASE at 703-713-3800 reference fees for official transcripts. Official ASE transcripts are required for DEQ certification. (Attachment 15)
- D. Emissions Inspector licenses and Certified Emissions Repair certifications are valid for a period of not more than three (3) years from the date of issuance as follows:
 - 1. An emissions inspector license shall expire on the last day of the month, three years after the license date (date that the inspector passed AUT225).
 - 2. Certified Emissions Repair technician certifications shall be valid for a period of not more than three (3) years and shall expire as follows:
 - a. If the CRT qualified by successfully completing the NVCC AUT226 course or the “opt-out” test, the certification shall expire on the last day of the month following completion of the certification course (date that the AUT226 course was completed).
 - b. If the CRT qualified based on ASE L1 certification, the expiration date shall be the last day of the month three (3) years from the CRT certification date (the date that the applicant was certified by MSOS), or until the last day of the month of ASE L1 certification expiration, whichever is sooner. If the ASE L1 certification is valid for a period longer than three (3) years, the CRT certification may be renewed upon receipt of application for renewal, and the expiration date shall be the last day of the month of the ASE L1 expiration; no additional transcripts will be necessary for such renewals. Renewals following expiration of the ASE L1 certification will require new official transcripts.

- E. Extensions of Emissions Inspector licenses and Certified Emissions Repair Technician certifications may be approved as follows:
1. Upon written request, an emissions inspector license may be extended for up to ninety (90) days as specified in 9 VAC 5-91-380.E. (Attachment 16)
 2. A CRT's certification may be extended for up to 180 days upon request as specified in 9 VAC 5-91-560.E. A written request is not required for this extension, but VECOs shall prepare and file a notation in the technician's folder regarding any such extension.
 3. More than one extension may be granted for an inspector/technician, but in no case shall the new expiration date exceed 90 or 180 days (for license or certification, respectively) from the date of original expiration. Generally, extensions shall be for the full amount of time allowed unless circumstances warrant otherwise.
 4. The VECO shall update the inspector/technician automated profile as necessary for all such extensions.

LIST OF ATTACHMENTS

- 1) Official Emissions Inspection Station application form (MSOS 101)
- 2) Information Letter for becoming an Official Emissions Inspection Station
- 3) Official Certified Emissions Repair Facility application form (MSOS 201)
- 4) Information Letter for becoming a Certified Emissions Repair Facility
- 5) Emissions Inspection Station Pre-Certification Check Sheet (MSOS 601)
- 6) Certified Emissions Repair Facility Pre-Certification Check Sheet (MSOS 501)
- 7) Analyzer Training Form (MSOS 901)
- 8) Appointment Letter for Emissions Inspection Station
- 9) Appointment Letter for Certified Emissions Repair Facility
- 10) Emissions Inspection Station permit
- 11) Certified Emissions Repair Facility certificate
- 12) Application for Certified Emissions Repair Technician (MSOS 701)
- 13) Application for License Emissions Inspector (MSOS 1001)
- 14) DEQ Transcript Request form
- 15) ASE Official Transcript (sample)
- 16) Inspector License Extension Request form (MSOS 1101)

DEPARTMENT OF ENVIRONMENTAL QUALITY

Northern Virginia Regional Office

Mobile Source Operations Section

13901 Crown Court

Woodbridge, Virginia 22193

APPLICATION FOR OFFICIAL EMISSIONS INSPECTION STATION *(EIS)*

(PLEASE TYPE OR PRINT)

Application for (Check One): New Permit ☐ Permit Renewal ☐ Reinstatement ☐

Station or Trade Name: _____

Location: _____

City: _____ State: _____ Zip Code: _____

County/City: _____ Phone #: _____

Type of Facility (Check One): Repair Shop ☐ Service Station ☐ Fleet Station ☐
Fleet Station - Government ☐ Dealer - New Cars ☐ Dealer - Used Cars ☐ OTHER ☐

Type of Ownership (Check One): Corporation ☐ Partnership ☐ Individual ☐ Government ☐

Organization or Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____

Do you presently employ a Virginia licensed emissions inspector? YES ☐ NO ☐

Inspector's Name: _____ Identification #: _____

Inspector's Name: _____ Identification #: _____

In accordance with the rules and regulations of the Department of Environmental Quality, the emissions inspection shall be performed only by those individuals who are licensed as inspectors and approved for emissions testing by the Department.

-Continue on Reverse Side



EIS

COMMONWEALTH of VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY

James S. Gilmore, III
Governor

John Paul Woodley, Jr.
Secretary of Natural Resources

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Woodbridge, VA 22193-1453
(703) 583-3800 fax (703) 583-3801
<http://www.deq.state.va.us>

Dennis H. Treacy
Director

Gregory L. Clayton
Regional Director

Enclosed is the application and information you requested regarding the permit requirements for an Official Vehicle Emissions Inspection Station. In order to become an Emissions Inspection Station, the facility must meet the following requirements:

1. The applicant must employ an individual who is licensed by this Department as an official emissions inspector who has successfully completed a course in automotive emissions inspection offered by the Northern Virginia Community College. Only licensed emissions inspectors may conduct emissions inspections.
2. The applicant must possess all of the required equipment and materials listed on the attached page.
3. Once all of the requirements are met and the application has been received by the Department, a compliance officer will respond to your facility to conduct a field certification survey. Once the field certification is approved, a permit may be issued.

NOTE: Facilities need not be a safety inspection station in order to become an Official Vehicle Emissions Inspection Station.



EMISSIONS INSPECTION STATION FACT SHEET

AIR CHECK VIRGINIA, Your Road to Clean Air

Version 1.1 - 01/12/1999

Required Equipment and Personnel

Emissions Inspection Station applicants must apply to the Department of Environmental Quality (DEQ). Applicants must complete and submit an Application (MSOS 101) for a permit as an Official Emissions Inspection Station. This application must list a licensed emissions inspector employed by that facility. Facilities that perform the emissions inspection do not have to be a licensed safety inspection station, although they may choose to have both licenses. Applicants seeking to perform safety and emissions inspections in the same bay should also contact the Department of State Police for approval prior to placing emissions inspection equipment in a licensed safety inspection bay.

1. A certified analyzer system with dynamometer
2. Licensed Emissions Inspector employed on a "full-time" basis and able to perform emissions inspections during normal business hours. (Eight hour period between 8 AM - 6 PM)
3. Span gases approved by the department and equipment for performing span gas checks
4. Hand tools and equipment to perform proper inspections
5. Suitable non-reactive exhaust hoses
6. Current Emissions Control Systems Application Reference
7. Analyzer manufacturer's maintenance and calibration manual
8. Certified thermometer
9. A ventilation system in accordance with 9 VAC 5-91-320 D, 8
10. Cooling fan system in accordance with 9 VAC 5-91-320 D, 9
11. Emissions Inspection Regulations (supplied by DEQ)
12. Telephone
13. Dedicated phone line for analyzer system
14. Approved paper for use in the analyzer system printer

Test Procedure varies according to vehicle

	2 Speed Idle	ASM2	Visual Inspection of required Equipment	Gas Cap & Fuel System Integrity	Visible Smoke
Most 1981 and newer \leq 8,500 GVWR*	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1981 and newer > 8,500 GVWR*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1973 Through 1980	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1968 through 1972	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

✓ Indicates test procedure performed
* Gross Vehicle Weight Rating

State Tax Credit Incentive

Emissions Inspection Stations owners are eligible for a Virginia state income or gross receipts tax credit in the amount of 20% of the purchase or lease price of certified analyzer systems in the affected Virginia emissions inspection program area and contiguous counties. See your tax or financial advisor for details.

THE ANALYZER SYSTEM: The certified analyzer system consists of a PC based emissions analyzer utilizing a BAR 97 type infrared bench and a dynamometer. The analyzer is designed to measure concentrations of hydrocarbons (HC), carbon monoxide (CO), and nitric oxide (NO). The analyzer is capable of performing the two speed idle test which measures HC and CO at curb idle and 2500 RPM, and the ASM2 test which measures HC, CO, and NO at 15 and 25 miles per hour on a specially configured dynamometer (dyne). The dyne is controlled by the analyzer and is automatically loaded for appropriate settings once the analyzer has read and decoded the vehicle information. The analyzer system also includes adaptors and programmed procedures for testing the integrity of the fuel filler cap and pressurization of the fuel tank. The analyzer is equipped with a modem that transmits vehicle

DEPARTMENT OF ENVIRONMENTAL QUALITY

Northern Virginia Regional Office

Mobile Source Operations Section

13901 Crown Court

Woodbridge, Virginia 22193

APPLICATION FOR OFFICIAL VIRGINIA
CERTIFIED EMISSIONS REPAIR FACILITY

(CRF)

(PLEASE TYPE OR PRINT)

Application for (Check One): New Certification ☐ Certification Renewal ☐ Reinstatement ☐

Facility or Trade Name: _____

Location: _____

City: _____ State: _____ Zip Code: _____

County/City: _____ Phone #: _____

Type of Facility (Check One): Repair Shop ☐ Service Station ☐ Fleet Station ☐

Fleet Station - Government ☐ Dealer - New Cars ☐ Dealer - Used Cars ☐ OTHER ☐

List make(s) of vehicle(s) only if the facility repairs specific make(s): _____

Type of Ownership (Check One): Corporation ☐ Partnership ☐ Individual ☐ Government ☐

Ownership Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____

Emissions Inspection Station number if applicable: _____

Do you presently employ a Virginia certified emissions repair technician? YES ☐ NO ☐

Technician's Name: _____ Identification #: _____

Technician's Name: _____ Identification #: _____

Technician's Name: _____ Identification #: _____

Continue on Reverse Side



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

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Dennis H. Treacy
Director

Gregory L. Clayton
Regional Director

Enclosed is the application and information that you requested regarding the certification requirements for an Official Virginia Certified Emissions Repair Facility (CRF). In order to become a CRF, the facility must meet the following requirements.

1. All facilities must employ at least one individual who is certified by this department as a Certified Repair Technician (CRT) on duty during posted emissions repair facility hours.
2. The applicant must possess all of the required equipment and materials listed on the attached fact sheet.
3. Once all the requirements are met and the application has been sent to DEQ, a state compliance officer will respond to your facility for a field certification survey. Once the field certification is approved, a certificate of appointment will be issued.

NOTE: Facilities need not be a safety or an emissions inspection station in order to be certified to conduct emissions related repairs.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Northern Virginia Regional Office
MOBILE SOURCE OPERATIONS SECTION

CERTIFIED EMISSIONS REPAIR FACILITY (CRF)
FACT SHEET

Version 1.0

4/97

Certification Qualifications

1. All facilities must apply separately for CRF certification, and meet all of the requirements regarding equipment, tools, and reference materials (see below). Any repair facility located in Virginia meeting the general requirements of 9 VAC 5 Chapter 91, Part VII may be certified; facilities need not be a safety or an emissions inspection station in order to be certified to conduct emissions related repairs.
2. The CRF certification may be valid for three (3) years from month of approval. However, if the facility is an existing emissions inspection station, the CRF certification will be valid for up to three (3) years, or the expiration date of the existing inspection station permit, whichever is earlier. The Department may require recertification at any time based on results of facility monitoring or changes in vehicle emissions control or repair technology. There are no fees for certification.
3. The CRF must maintain all qualifications, including the employment of at least one Certified Repair Technician (CRT) on duty during posted emissions repair facility hours, and is subject to monitoring of its repair effectiveness.

Analyzer System and Other Diagnosis & Repair Requirements (Minimum)

1. General Repair Facilities (facilities servicing all makes of vehicles):

Tools, equipment, and current reference materials for all makes of vehicles subject to inspection.
2. Facilities which limit service to a particular make(s) of vehicles (dealers or specialty shops):

Tools, equipment, and current reference materials for all makes of vehicles serviced by that facility.

DEPARTMENT OF ENVIRONMENTAL QUALITY
NORTHERN VIRGINIA REGIONAL OFFICE
MOBILE SOURCE OPERATIONS SECTION

EIS

EMISSIONS INSPECTION STATION PRE-CERTIFICATION CHECKSHEET

Station Name: _____ Station No.: _____

Address: _____ Date: _____

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- | | | | |
|----|--|-------|-------|
| A. | Adequate Facilities | _____ | _____ |
| B. | Licensed Emissions Inspector(s) | _____ | _____ |
| C. | Required Equipment & Materials: | _____ | _____ |
| | 1. Certified Analyzer System | _____ | _____ |
| | 2. Approved Calibration Gases | _____ | _____ |
| | 3. Hand Tools to Perform Inspections | _____ | _____ |
| | 4. Suitable Non-Reactive Exhaust Hoses | _____ | _____ |
| | 5. Current Application Guide | _____ | _____ |
| | 6. Analyzer Maintenance Manual | _____ | _____ |
| | 7. Certified Thermometer | _____ | _____ |
| | 8. Ventilation System | _____ | _____ |
| | 9. Cooling Fan System | _____ | _____ |
| | 10. Emissions Inspection Regulations | _____ | _____ |
| | 11. Telephone | _____ | _____ |
| | 12. Dedicated Phone Line for Analyzer | _____ | _____ |
| | 13. Approved Paper for Laser Printer | _____ | _____ |

D. Analyzer Make: _____ Model No.: _____ Version No.: _____

Serial No.: _____ Phone No.: _____ No. of Lanes: _____

Dyne Make: _____ Model: No. _____

Dyne Serial No.: _____ Orientation: _____

Remarks: _____

Recommendation:

By V.E.C. Officer: _____ Approval _____ Disapproval _____

Final Action: _____ Date: _____

**DEPARTMENT OF ENVIRONMENTAL QUALITY
NORTHERN VIRGINIA REGIONAL OFFICE
MOBILE SOURCE OPERATIONS SECTION**

CRF

CERTIFIED REPAIR FACILITY PRE-CERTIFICATION WORKSHEET

Facility Name: _____ Facility No.: _____

Address: _____ Date: _____

	S	U
A. Certified Repair Technician(s)	_____	_____
B. Required Equipment & Materials:	_____	_____
1. Four gas minimum emissions analyzer	_____	_____
2. Oscilloscope	_____	_____
3. Analyzer capable of showing ignition patterns and cylinder contribution	_____	_____
4. Ammeter, DC	_____	_____
5. Ohmmeter	_____	_____
6. Voltmeter, AC/DC	_____	_____
7. Tachometer	_____	_____
8. Fuel injection fuel pressure gauge	_____	_____
9. Cam-angle dwell meter	_____	_____
10. Ignition timing light with advance	_____	_____
11. Compression gauge	_____	_____
12. Cylinder leak down tester	_____	_____
13. Engine coolant temperature gauge	_____	_____
14. Vacuum pump with gauge	_____	_____
15. Scan tools to extract trouble codes	_____	_____
16. Reference material to include all makes/models serviced	_____	_____

C. Analyzer Make: _____ Model No.: _____

Serial No.: _____

Remarks: _____

Recommendation:
by V.E.C. Officer: _____ Approval _____ Disapproval _____

Reviewed By: _____ Approval _____ Disapproval _____

Final Action: _____



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

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Dennis H. Treacy
Director

Gregory L. Clayton
Regional Director

TO: EMISSIONS INSPECTION STATIONS

SUBJECT: ENHANCED EMISSIONS ANALYZER TRAINING

Were your inspectors trained by the analyzer vendor on the use, maintenance, and operation of the complete analyzer system, including step by step procedures for performing a vehicle two speed idle mode inspection as well as an ASM-2 inspection?

YES []

NO []

If NO, please contact the analyzer vendor to obtain the proper training and contact us when it is completed.

If YES, please fill in the following:

Date of training: _____

Hours of training: _____

Owner / Manager: _____
(Please Print Full Name)

Signature: _____ Date: _____

Station Name: _____



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August 10, 2000

Dennis H. Treacy
Director

Gregory L. Clayton
Regional Director

Mr. Fadi F. Zakaria
President
Zak's Amoco, Inc.
T/A Carter's Arlington Amoco
4625 Columbia Pike
Arlington, VA 22204

Station ID No. 1314

Dear Mr. Zakaria:

Your request for appointment as an Official Enhanced Vehicle Emissions Inspection Station has been evaluated and is hereby approved; your permit is enclosed. This permit, and the identification poster provided to you, must be displayed in a conspicuous location in view of the public. Each of your missions inspectors must possess a valid Inspector license issued by the Department, and a valid motor vehicle operators license. Emissions inspections of motor vehicles may not be performed by your station unless our records indicate that your inspector(s) meet these requirements. You are also required to have an emissions inspector on duty, and to inspect every vehicle presented for inspection within a reasonable time, during normal business hours.

All inspectors who take part in the emissions inspection program must, of necessity, be thoroughly familiar with 9 VAC 5 Chapter 91, Regulation for the Control of Motor Vehicles in the Northern Virginia Area. Station owners and operators are also advised to become familiar with the emissions inspection regulations, as they are responsible for the overall operation of the emissions inspection program at their station.

You are in a unique position to provide a valuable service to motor vehicle owners and operators in Northern Virginia. Your interest and participation in "AIR CHECK VIRGINIA, Your Road to Clean Air" is appreciated, and we look forward to working with you.

Sincerely,

J. Michael Thompson, Jr.
Program Manager

JMT/hd
cc: File



COMMONWEALTH of VIRGINIA

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Dennis H. Treacy
Director

Gregory L. Clayton
Regional Director

August 7, 2000

Mr. Ernest Pride
Director of Operations
The Car Source, Inc.
3206 Lee Hwy.
Arlington, VA 22207

Station ID No. 1671

Dear Mr. Pride:

Your request for appointment as a Virginia Certified Emissions Repair Facility (CRF) has been evaluated and is hereby approved; your Certificate of Appointment is enclosed. Please ensure that this certificate, and the CRF identification poster provided to you, is displayed in a conspicuous location within view of the public.

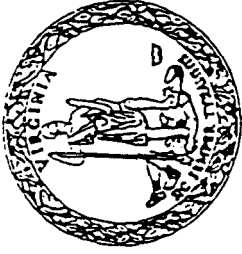
As a Virginia CRF, you are required to conduct your emissions related repair business in accordance with 9 VAC 5 Chapter 91, regulation for the Control of Motor Vehicle Emissions in the Northern Virginia Area. You must employ at least one Virginia Certified Emissions Repair Technician (CRT) during posted emissions repair hours, who must perform or approve all emissions related repairs, and complete the emissions repair data forms which citizens are required to present to the emissions inspection station upon a request for reinspection. The CRT's certification must be maintained in a valid status at all times. You are further required to maintain all equipment, tools and reference material in proper working order.

You are in a unique position to provide a valuable service to citizens whose vehicles have failed an enhanced vehicle emissions inspection. Your interest and participation in "AIR CHECK VIRGINIA, Your Road to Clean Air" is appreciated, and we look forward to working with you.

Sincerely,

J. Michael Thompson, Jr.
Program Manager

JMT/hd
cc: File



Term of Appointment _____

Station No. _____

Commonwealth of Virginia

DEPARTMENT OF ENVIRONMENTAL QUALITY
NORTHERN REGIONAL OFFICE
MOBILE SOURCE OPERATIONS SECTION

Appointment of _____

Emissions Inspection Station

This certifies that _____

has complied with all requirements and is hereby designated as an Official Emissions Inspection Station pending faithful, efficient and workmanlike performance of duties pursuant to §§46.2-1176 et seq. of the Code of Virginia as amended and regulations of the Virginia Air Pollution Control Board. This permit of appointment is to remain in full force and effect until revoked by the Department of Environmental Quality.

**THIS PERMIT MUST BE
CONSPICUOUSLY DISPLAYED**

By _____ Director

A CHANGE IN NAME, LOCATION OR OWNERSHIP WILL AUTOMATICALLY CANCEL THIS PERMIT

Term of Appointment _____

Facility No. _____



Commonwealth of Virginia

Department of Environmental Quality
Northern Virginia Regional Office
Mobile Source Operations Section

Appointment of Certified Emissions Repair Facility

This certifies that _____

has complied with all requirements and is hereby designated as an Official Virginia Certified Emissions Repair Facility pending faithful, efficient and workmanlike performance of duties pursuant to §§46.2-1176 et seq. of the Code of Virginia as amended and regulations of the Virginia Air Pollution Control Board. This certification is to remain in full force and effect until expiration date set herein, or until revoked by the Department of Environmental Quality.

THIS CERTIFICATE MUST BE
CONSPICUOUSLY DISPLAYED

By _____
Director

A CHANGE IN NAME, LOCATION OR OWNERSHIP WILL AUTOMATICALLY CANCEL THIS CERTIFICATION

**DEPARTMENT OF ENVIRONMENTAL QUALITY
NORTHERN VIRGINIA REGIONAL OFFICE
MOBILE SOURCE OPERATIONS SECTION**

CERTIFIED EMISSIONS REPAIR TECHNICIAN APPLICATION

(Please Print or Type)

Check one: New _____ Renewal _____ Reinstatement _____

Name: _____ SSN: _____
(Last) (First) (MI)

Address: _____
(Street) (City/State) (Zip)

Date of Birth: _____ Hm. Phone: _____ Wk. Phone: _____

Operator's License No.: _____ State: _____ Exp. Date: _____

Height: _____ Weight: _____ Color Eyes: _____ Color Hair: _____

Repair Facility Name: _____ CRF#: _____

Facility Address: _____
(Street) (City/State) (Zip)

Are you currently ASE L-1 certified? NO () YES (), expiration of date of certification: _____
If you are applying for certification on the ASE option, please arrange for ASE transcripts to be sent to DEQ/MSOS. DEQ cannot process your application until your ASE transcripts have been received.

Have you ever been certified as a Virginia Certified Emissions Repair Technician? Yes () No ()

If yes, expiration date of certification: _____ CRT#: _____

*I certify that the information provided above is true and complete to the best of my knowledge.
Submission of false information may result in certification revocation.*

Signature: _____ Date: _____

**DO NOT WRITE BELOW THIS LINE — FOR DEPARTMENT USE ONLY
THIS SECTION TO BE COMPLETED BY NVCC & DEPARTMENT PERSONNEL**

Completion Date: _____ Grade: _____ School Attended: _____

Campus: _____ Course Title: _____ Course No.: _____

Instructor's Name: _____ Signature: _____

VECOs — COMPLETE THIS SECTION FOR TECHNICIAN CERTIFICATION

Date of Data Entry: _____ Exp. Date: _____ VECO's Initials: _____

If ASE Certified, Exp. Date: _____ (Attach Transcripts)

Date Certification Mailed: _____ Initials: _____

**DEPARTMENT OF ENVIRONMENTAL QUALITY
NORTHERN VIRGINIA REGIONAL OFFICE
MOBILE SOURCE OPERATIONS SECTION**

VEHICLE EMISSIONS INSPECTOR LICENSE APPLICATION

(Please Print or Type)

Check one: New _____ Renewal _____ Reinstatement _____

Name: _____ SSN: _____
(Last) (First) (MI)

Address: _____
(Street) (City/State) (Zip)

Date of Birth: _____ Hm. Phone: _____ Wk. Phone: _____

Operator's License No.: _____ State: _____ Exp. Date: _____

Height: _____ Weight: _____ Color Eyes: _____ Color Hair: _____

Station Name: _____ Station #: _____

Station Address: _____
(Street) (City/State) (Zip)

Have you ever been licensed as a Virginia Vehicle Emissions Inspector?

NO () YES () If Yes, Expiration date of license: _____

*I certify that the information provided above is true and complete to the best of my knowledge.
Submission of false information may result in license revocation.*

Signature: _____ Date: _____

**DO NOT WRITE BELOW THIS LINE - FOR DEPARTMENT USE ONLY
THIS SECTION TO BE COMPLETED BY NOVA INSTRUCTOR**

Completion Date: _____ Grade: _____

School Attended: _____ Campus: _____

Course Title: _____ Course No. _____

Instructor's Name: _____ Signature: _____



National Institute for
AUTOMOTIVE SERVICE EXCELLENCE

**TRANSCRIPT REQUEST FORM FOR
THE VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY**

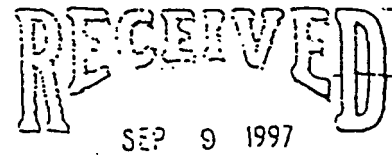
To obtain a verified listing of the ASE certifications that you currently hold, fill out the form below. One copy will be sent to you, and one copy will be sent to the DEQ Mobile Source Operations Section, 13901 Crown Court, Woodbridge, Virginia 22193.

<hr/>		
(Technician's Name)		
<hr/>		
(ASE I.D. Number)		
<hr/>		
(Street Address)		
<hr/>		
(City)	(State)	(Zip Code)
<hr/>		
(Technician's Signature)		

Mail this completed request form with a check or money order for \$5.00 to:

ASE Transcript Service
National Institute for
AUTOMOTIVE SERVICE EXCELLENCE
13505 Dulles Technology Drive
Herndon, Virginia 20171-3421

Should you have any questions regarding this request, please contact Jan Cohill with ASE at (703) 713-3800 ext. 238, or call the Virginia Department of Environmental Quality at (703) 583-3900. To receive ASE test registration booklets or preparation guides, call ASE Customer Service at (703) 713-3800.



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Northern Virginia Regional Office
Mobile Source Operations Section

INSPECTOR LICENSE EXTENSION REQUEST
(Please Print)

Name: _____ ID#: _____

Street: _____ Lic. Exp. Date: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Employed by: _____ Station ID#: _____

Use the space below to describe why re-licensing requirement(s) cannot be met prior to your original license expiration date. If you have registered for an inspector class, include information on class registration (campus, section number and starting date).

NOTE: If approved, your emissions inspector license will be extended for a maximum of ninety (90) days from the date of original expiration; no extensions beyond ninety (90) days are permitted for any reason. Upon expiration of your license, original or extended, you must cease performing emissions inspections until such time as your license has been renewed. Field certification may be required prior to extension approval and/or for license renewal.

Inspector's Signature Date

[Do Not Write Below This Line]

VECO Initials Date Original Exp. Date New Exp. Date